CAPPS Financials User Group
Thursday, January 24, 2019
9:00 a.m. – 11:00 a.m.
Travis Building, Room 1-100

Meeting Minutes

I. **Welcome (Tony Martin)**
- Roll call was taken for Conference Call attendees.
- User Group meeting materials will be posted on FMX.
  - To be added to the User Group distribution list, please send an email to the CAPPS Governance and Communications Team at CAPPS.GTT@cpa.texas.gov.

II. **Production Update: Financials Support Requests (SRs) (Tony Martin)**
- **SR Summary and Trend Report**
  - The *CAPPS Financials Summary and Trend Report 01/24/19* document was reviewed.
  - There were no critical SRs during the reporting period.
- **Governance Approved SRs**
  - The *CAPPS Financials Governance Approved SRs 01/24/19* document was reviewed.
  - The SRs from Phase 2 of the Cash Receipts functionality (SR 3030) have migrated to Production and is going well for the Pilot agency.
  - One (1) new item has been added to the list. SR 9159 was approved by the Steering Committee in December and is now *In Work*.
- **Required Maintenance**
  - The *CAPPS Financials Required Maintenance 01/24/19* document was reviewed.
  - A new item has been added to the list. SR 12261 will create a new page for the upload of buyer signatures into the system.
  - The new LBB Contract Report and the non-LBB Report were both been migrated to Production on December 21. They are currently in *Pending Prod Approval* status.
    - If an agency has questions about any of these items, please have your Agency Level 1 submit an information SR and the CAPPS Production Team will get answer those questions.
  - SR 9772 is in *Acceptance Test* status. This is for the addition of checkboxes to the State Use Exceptions subpage.

III. **Production Update: OCI Environment (Chelsa Vinklarek, Ivan Mazoch)**
- The *CAPPS OCI Environment Overview 01/18/19* presentation was provided to participants.
- There are two major projects that will have Production impacts over the next few months: Migration to the Oracle Cloud Datacenter (OCI Project) and the FY19 CAPPS HR/Payroll and Financials Deployments.
  - The OCI implementation is being done first so that it is completed and will not impact the deployments.
  - THE CAPPS IT Technical Team presented the OCI implementation plan and a list of key activities to the technical teams at the agencies in December 2018 and want to provide a high-level update now to the User Groups to help prepare everyone for the change.
- Planning for this environment change began July 2018. OCI was selected because it will provide better performance and cost-savings.

- The CAPPS technical team has been working to build out the new servers in preparation for an April 1, 2019 deployment. Internal system testing started in December and preparation are underway to begin user testing in March.
- Key Dates:
  - 01/18/2019: Agency Technical Teams received an email with the new URLs, IPs, and Ports that are required on the agency side, along with new firewall rules.
  - 01/18 – 01/28: Agency implementation of new firewall rules and completion of Network Connectivity testing.
  - 03/11 – 03/29: Agencies perform User Acceptance Testing in OCI Production environment.
  - 03/29 – 04/01: Go-Live weekend for Production, Maintenance, and Reporting environments. NOTE: All current systems will be down during this weekend while the transition is completed.
  - 04/01/19: All CAPPS Production Agencies are live in new OCI environment.
- Agencies' technical staff have instructions to test the items listed in the 01/18/19 email to make sure they can see the Sign-on page now.
  - It is critical that the tech teams test these items from all business locations, including any field offices or other remote work sites as well as testing access through the VPN. This needs to be done to ensure that the agencies are ready when UAT begins.
  - All environments on the provided list need to be tested to make sure the agency can access them.
  - The presentation provided at this meeting is a summary of the information already shared with the agency tech teams. Please feel free to share this with them and to follow-up with any questions you may have for your internal team.
- Key Impacts to Agencies:
  - All environment URLs are changing.
    - All bookmarks will need to be reset.
    - All favorites will be purged because the URLs that they are based on will have been removed/changed to the new OCI URLs.
    - The current UAT environment will be moved effective 03/11 (start date of Agency UAT testing).
      - Employees will still be using the old Production URL during the Agency UAT testing period.
      - UAT Testers will need to clear their cache when switching between the environments.
    - Queries should not be impacted by this change.
    - NOTE: The old URL will not redirect automatically to the new one. There will be a message with the new URL provided but it will not happen automatically, and eventually the old URL will be completed shut down.
  - Sample test scenarios will be provided and agencies need to make sure they have worked through all these to ensure that all pages and access points are working correctly.
- The CAPPS Team will be sending out emails with dates and action items throughout this project.
- Ivan Mazoch is the primary point of contact for this project.
  - Questions or concerns can be submitted via an Information SR in the ASP Solution Center, or email CAPPS.IT@cpa.texas.gov.

o   For SRs, please make sure that the first word of the Short Description is "OCI" – this will ensure it gets routed correctly and quickly to Ivan's team.

IV.   **Production Update: State Use Exception PO Subpage & Classic Plus (Thanh Hermosilla)**
- The *State Use Exception Subpage Desk Aid 01/24/19* document was reviewed.
- The CAPPS PO Module has a subpage that captures the CAPPS PO Exception data required by the Statewide Procurement Division.
- Through the SR 9772 modification, the TIBH Exception label has been updated to WorkQuest Exception.
  o   When WorkQuest Exception is selected as the source, new checkboxes will appear for Quantity, Quality, Delivery Time, Life Cycle Cost, and Testing/Inspection.
- The Add/Update PO page has also been converted to the Classic Plus theme.
- UAT for this functionality will continue until February 11. The CAPPS Team is asking agencies to go in and test the pages thoroughly to make sure the pages and fields are working correctly for their daily processes.
  o   The provided handout provides a list of all the pages that have Classic Plus and need to be tested.
- The data from this page can be queried but there is not an existing report. If an agency needs a report for this information, please submit a Service Request and the Support Team will look into it.

V.   **Project Update: Financials Deployment FY19 (Steve Schiurring)**
- The *CAPPS FY19 Financials Agency Deployment Dashboard 01/24/19* document was reviewed.
- The Deployment plan is green/on-track to deploy nineteen (19) new agencies on September 3, 2019.
  o   No Phase 2 gaps were identified and the project is ahead of schedule for Analysis, Design, and Build.
- Milestones for the next thirty (30) days include:
  o   Prototyping sessions continue; most agencies will be completed before the deadline.
  o   Final agency configurations are due February 22.
  o   Mock 1 Conversions will be completed, which includes suppliers, vendors, budgets, and assets.
- Two (2) general Security work sessions have been completed and additional work sessions to review specific role modules are scheduled for January 25.
- OCI testing continues.
- As a reminder, the Cash Receipts module moved to Production at the pilot agency, Texas Department of Insurance, and a demo of the functionality is scheduled for the March User Group.

VI.   **Discussion Topic: PO Processing – How to Cancel or Close POs / Buyer Workbench Steps (Michelle Cohen, Thanh Hermosilla)**
- The *CAPPS Financials How to Cancel and Close a PO 01/24/19* presentation was reviewed.
- The CAPPS Team is providing the overview in the attached document to clarify the steps for Cancelling or Closing POs, which seems to be a pain point for many agencies based on the number of SRs submitted each month.

- Key points for Cancelling a PO:
  - Users should pay close attention to all messages that pop up on the screens to prevent missing any required steps to complete the process.
  - The steps most often missed are those required in the Workbench.
  - Two types of finalizing must be completed to make sure that funds are returned to the account – at the voucher level and closing the PO at the header level.
  - Make sure that all criteria has been met and there is nothing tied to the PO when working through the Cancel PO process.
  - During the Cancel PO process, most users miss the 'Budget Check' step on the Cancel Purchase Order page. This step is what returns the encumbered funds back to the budget.
- Key points for Closing a PO:
  - Once everything has been completed, the steps to close the PO are very similar to the steps for cancellation.
  - As users work through the steps, they will select Close instead of Cancel then keep following the process.
  - Make sure to do the Budget Check step to check that there are no small amounts still showing in the system.
  - If the process is completed successfully, the PO will no longer appear on the Open PO reports.
- The CAPPS Team asks that agencies increase participation in UAT. Since changes to this module can impact all agencies, they need to test the changes thoroughly and make sure everything works as expected.

VII. Meeting Close
- The next CAPPS Financials User Group meeting is Thursday, February 28, 2019 in the Travis Building, Room 1-100.